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From: Toni L. Hiley

Subject: Re: FS Prep/Support in Museum for NBC Interview

Center for the Study of Intelligence  
CIA Museum

Date: 06/28/2013 01:29 PM

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[Redacted] and I are headed down to the Cold War Gallery to clean inside cases now. We cleaned inside OSS this morning. I am aware of the one transformer in OSS in the weapons case that needs to be replaced and I have that action. We'll walk to galleries and let you know if we see anything. A huge thanks to EVERYONE who pitched it to make us look good tomorrow. I have asked the camera man to bring his industrial strength lens with the wrinkle eliminating filter so that I look as good as the museum does!! Thank you again for jumping on this so quickly!! All best, T

Toni L. Hiley  
CIA Museum Director



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-06/28/2013 01:29:00 PM

From:

To:

Cc:

Toni L. Hiley/STF/AGENCY@WMA,

Date:

06/28/2013 01:29 PM

Subject:

Re: FS Prep/Support in Museum for NBC Interview

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Good afternoon,

Since there were some groups going through the Museums today with children, our custodial staff will go through again beginning around 1:30 to wipe any extra smudges. Some of the cases do have a little residue on the inside, if you want those taken care of we would need someone with a key to help out with that. Touch-up painting was done, but there were a couple little spots missed by the exit of the OSS Museum that painters are fixing now. I spoke with the Electrical staff and they noted all out lights were replaced, but there was atleast one fixture that remains dark because we do not keep that type of

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replacement ballast in stock. If you can think of anything else we can do to ensure our building is beautiful for tomorrow, please let me know.

Thanks.



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Toni L. Hiley

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06/26/2013 09:14:37 AM

From: Toni L. Hiley/STF/AGENCY

To:

Cc:




Date: 06/26/2013 09:14 AM

Subject: Re: FS Prep/Support in Museum for NBC Interview

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 you all are wonderful as always. Thank you! T

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Toni L. Hiley  
CIA Museum Director



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-06/26/2013 08:59:14 AM

(b)(3)

From:



To:

Toni L. Hiley/STF/AGENCY@WMA

Cc:



Date: 06/26/2013 08:59 AM

Subject: Re: FS Prep/Support in Museum for NBC Interview

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Thanks Toni, we will make sure this all gets done.



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Toni L. Hiley

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06/25/2013 06:51:32 PM

From: Toni L. Hiley/STF/AGENCY

To:

Cc:

Date: 06/25/2013 06:51 PM

Subject: FS Prep/Support in Museum for NBC Interview

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[redacted] - may we have a special cleaning for the museum in preparation for the filming on Saturday?  
Here's what we need to do:

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- Have the electrician check that all the lights in OSS, Afghan Gallery Cold War, DI, DST are functioning. Replace any bulbs.
- Check the case lights in all cases: the first case in Afghan [redacted] - lights are out. There is a switch on top of case. Check first.
- Vacuum and dust all galleries
- Have window washers clean the outside of all casework thru out the museum OHB/NHB
- Dust TOPS of cases in [redacted] especially

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[redacted] and I will be at the museum storage facility on Wed. Call us there at [redacted] as needed.

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[redacted] will be at HQS and can walk the galleries with anyone available. He has keys to cases if needed. [redacted] will be in on Thursday. I will be available all day on Friday. Call us with any questions and THANK YOU!! T

(b)(3)

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Toni L. Hiley  
CIA Museum Director

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